

 <p><b>CENTRE FOR RESEARCH AND DEVELOPMENT OF CROP PROTECTION WITH LOW ENVIRONMENT AND CONSUMER HEALTH IMPACT</b></p>	<p>C/o Istituto Agrario 38010 San Michele a/A E. Mach 1 Tel. 0461/615239 Fax 0461/650872 Vat Code 01336050222</p>	<p><b>Date</b> 20 October 2005</p>
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*External employees  
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## Details of purchasing made out of Italy.

We hereby specify all the procedures for the purchasing of equipments and consumables made out of Italy. The procedures are different for the two types of goods.

*1. Equipment: long lasting goods, durable stuff, not subject to wear and tear (i.e. machines, computers, furniture);*

When you decide to buy a new equipment for your research, we ask you to present to the scientific director (Dr. Gessler) the reasons of the purchase and also to check with the person in charge of the purchasing (Dr. Gramazio) if the equipment will fit for a future return of it in the Istituto Agrario di San Michele, home of the SafeCrop centre.

A quote of the equipment is requested to at least 3 different companies. The company chosen for the purchase will be the one with the lower price. When only one company is producing the good, we have to declare in the "determina" (the administrative document) that there is only that company for that specific equipment. Another possibility is to choose the equipment that is not the one with the lower price but with the better technical characteristics. Also in this case we have to declare in the "determina" the technical reasons of this choice. You are requested to send us all the declaration we have to add in the "determina".

When the decision about the purchase is taken you will have to send to the SafeCrop administrators (Dr. Paternoster and Dr. Barbacovi) the quotes or quote of the equipment with the details of the company (name, address, international bank details - IBAN and Swift - and the VAT code) and the explanation of the purchase reasons.

The administrators will prepare and forward the "determina" to the IASMA administration and within few weeks we will get the final determina. We will send you the reference (number and date) of the administrative document that is going to be used for the payment.

Please ask to the company to write this reference in the delivery note and in the invoice and to head both of them to the Istituto Agrario di San Michele all'Adige.

In the delivery note the company must also write the address of the final delivery place (your home institution) and you will get it in your place. Remember to send us the original copy of the delivery note and keep a copy for your institution.

The invoice has to be sent directly from the company to the SafeCrop centre/IASMA.

Take into account that the payment will be made within 90 days and with international money transfers it might take some days more. For this reason you are kindly requested

to inform the company of our payment deadline. Companies can charge additional fees for the payment in 90 days but it has to be included in the quote. In case that the additional fees are not included in the quote and the company are requesting their payment, your Institution will be in charge of the additional fees cost.

***2. Consumable: materials easily worn out, goods that need to be replaced (i.e. laboratory materials, chemical products, etc.)***

To buy consumables you don't need to ask a quote to 3 different companies but you are asked to find the company that assures the better price. When the purchase is decided you first have to contact the administrators and give to us all the information about the company (name, address, international bank details - IBAN and Swift - and the VAT code), the reason of the purchase and the detailed description of the purchase (type of good, quantity, unit and total price with all the taxes included). With all these information we will prepare the "buono" for the payment. As soon as possible we will send you the reference (number and date) of the administrative document that is going to be use for the payment.

Please ask to the company to write this reference in the delivery note and in the invoice and to head both of them to the Istituto Agrario di San Michele all'Adige.

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